

3rd Quarter 2013

INSIDE:

**Introducing
Ami Lunsford**

**In Memory of
Ray Coursey**

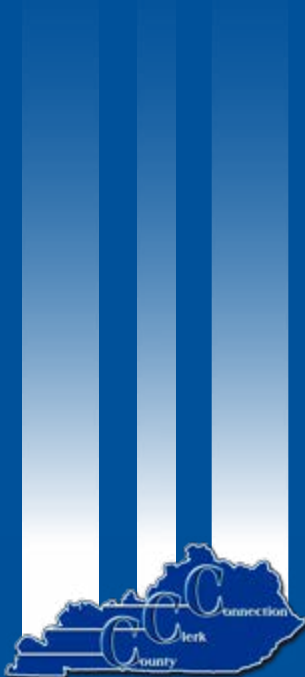
HB 440

KAVIS Corner

NMVTIS Info

Update/ Code 13

New Forms



Commissioner Zawacki Leaving The Department of Vehicle Regulation



I will be leaving the Transportation Cabinet after nearly four years as Commissioner. I have accepted a position in the Cabinet for Education and Workforce Development effective July 1. A news release will be on the Governor's website. I have been named Secretary of the Education and Workforce Development Cabinet.

While I am happy to take on additional

responsibility to help Gov. Beshear in the last 2-1/2 years of his administration, I will truly treasure and miss the relationship I've been able to build with everyone during my tenure in Transportation. I will miss working with all of you.

I hope to see you in the future. After all, I'll just be right next door in the Capitol Plaza Tower. Best wishes to all of you in the future.



Director of Motor Vehicle Licensing Leaving To Head Kavis Project

Heather Stout has been appointed as the Deputy Executive Director of the Office of Information Technology for the Transportation Cabinet. Her primary role will be to serve as the Project Manager for the KAVIS Project. She will replace Terry Barnes, who has chosen to step down from that position.

For the past year, Heather has served as the Director of Motor Vehicle Licensing and as a member of the KAVIS Project Management Office. Heather has worked on the KAVIS project since September 2007 and is excited to move into this new role and have an opportunity to lead the project into completion.

Paul Mauer Takes Over As Director of Motor Vehicle Licensing



Commissioner Tom Zawacki has appointed Paul Mauer to be the new Director of the Division of Motor Vehicle Licensing, effective July 1. Paul replaces Heather Stout, who is taking the lead as the project manager for the KAVIS project and the Deputy Director in the Office of Information Services.

For the past five years, Paul has served in the Commissioner's Office for Vehicle Regulation, where his responsibilities included oversight of legislation for the three divisions

in Vehicle Regulation, Chairman of the County Clerks' Information Technology Improvement Committee (Second Dollar Committee), liaison with the County Clerks for the KAVIS Project and member of the Special License Plate Committee.

Paul has more than 23 years of state government history, serving in several agencies. He is looking forward to working with the MVL staff.

Introducing Motor Vehicle Licensing's New Registration Section Supervisor

Ami Lunsford, of Versailles, is the new Registration Section supervisor. Lunsford grew up in Lexington and graduated from the University of Kentucky with a Bachelor of Arts in Sociology.

In August, Ami will have eight years of service with state government. Before coming to the Division of Motor Vehicle Licensing, she worked in the Cabinet for Human Resources' Department of Income Support where she served as a Disability Adjudicator for four years. Before that, she worked two years in the Department of Vehicle Regulation in the Motor Carrier Division.

Ami is engaged to Ben McCray, a service manager at Ken Towery in Lexington. They are planning to marry in Jamaica in May 2014.

Ami said she is a fish out of water as she enjoys anything that involves being near the water.

"In the summer we try to get away to the lake as often as possible," she said. "My grandparents own property on Green River in Adair County, and we often spend weekends with the family there enjoying time on the water."



In Memory of

Ray Coursey Jr.

April 4, 1968 – April 27, 2013

Article & photo submitted by Angela Noel

Ray Coursey Jr., 45, was born April 4, 1968, in Murray, Kentucky. A 1986 graduate of Calloway County High School and a 1992 graduate of Murray State University with a Bachelor of Arts in Finances/Investment, he started as a deputy clerk in the Calloway County Clerk's Office in 1983. On Nov. 7, 1995, he was appointed to the position of Calloway County Clerk. He was the longest serving Calloway County Clerk on record.

Ray was a member of the Glendale Road Church of Christ, the Murray Lions Club, the Kentucky County Clerks' Association and was also an

Honorable Kentucky Colonel. He served as chairman of the Calloway County Cemetery Board, clerk of the Calloway County Fiscal Court and served on the committee to build a new jail in Calloway County.

Ray was a loving son, brother and uncle. He passed away April 27, 2013, at Murray Calloway County Hospital.

The Commonwealth of Kentucky and especially Calloway County will never know another man as kind and giving as Ray Coursey. He will never be forgotten and will be greatly missed.

What happens when the National Motor Vehicle Titling Information System goes down?

Article submitted by Julie Walker

Sometimes when entering an out-of-state or original transaction, you will receive an error message. If the error message indicates "VIN NOT FOUND" and you're entering one of these types of transactions, most likely it's because the National Motor Vehicle Titling Information System (NMVTIS) system has gone down. Other indicators are when you've entered the necessary information on the "T" screen and AVIS doesn't automatically flip over to the next screen or the system seems to have become frozen.

When either of these scenarios happens, you should try to enter the transaction later instead of calling Registration Help Desk for an override. If after waiting a while and the system still encounters errors, you may want to call the Registration Help Desk.

Overrides should not be done, especially on a transaction in which the application has no title document. As with any situation, we're here to help if you have questions or problems with any entry.

KAVIS

Article submitted by Paul Mauer

The implementation date for Kentucky's new vehicle registration system — KAVIS — has been delayed from October 2013 to mid-year 2014. A number of variables contributed to this schedule shift, but the main reason is to allow time for the changes to the core system requested by the stakeholders (County Clerks, Motor Vehicle Registration and Department of Revenue) to be made.

Making sure the KAVIS system is of the highest quality has always been the main priority. Part of this quality assurance involves rigorous testing. It was during the testing phase that some necessary changes were revealed. These changes resulted in unplanned design work and additional testing, both of which required more time. In addition, some new legislative requirements added to the design and planning stages of the KAVIS project.

Interconnected with KAVIS is the new plate to customer format the state will use when KAVIS is implemented. The new format will change the way the state handles license plates for its customers, requiring customers to keep their plates when they sell or trade-in their vehicles. The delay for the implementation for KAVIS also means a delay in the implementation of the plate to customer change.

The new KAVIS schedule has milestones and planning sessions built into the new schedule along with adequate testing time for designers and testers. As the process moves forward, schedule status updates will be posted on KAVIS Konnection — <http://transportation.ky.gov/kavis-konnection>.

The KAVIS Training Team has met with trainers across the state explaining the new training format. The KAVIS training plan has three distinct phases of delivery — Rollout Foundation Training Statewide, Classroom Training and County Clerk End User Training (Sandbox). Trainer representatives from each county clerk office will be involved in all phases. Those trainers will then bring back their knowledge of the KAVIS system to their offices to train fellow employees.

As training proceeds, testing will continue for each phase. The testing portion of the KAVIS project has proven extremely beneficial to the overall product and while it has required more time for the system as a whole, it will result in a better, more efficient product when it is implemented.

Anyone with questions about KAVIS or plate to customer changes can email the KAVIS Communication Team at KAVIS@ky.gov.

corner

What is HB 440

and how does it affect our customers?

Article submitted by Paul Mauer

HB 440 was passed by the General Assembly in the final two days of the session. The main provision of the bill requires that any delinquent taxpayer who owns a motor vehicle registered in Kentucky has his vehicle license or drivers' license suspended or revoked and not allowed to renew those licenses while still owing back taxes.

Not only will drivers' licenses and vehicle licenses be affected, but any occupational or professional license, certification, registration or certificate may be revoked as well. County clerks shall not process an application for or issue a registration renewal, replacement plate, decal or registration certificate, duplicate registration, transfer, or temporary tag for any vehicle if AVIS lists the VIN of the vehicle as being owned by a delinquent taxpayer. Only after the Department of Vehicle Regulation receives a tax clearance notice from the Department of Revenue can the clerk process a transaction for the person in question.

If a person identified as a delinquent taxpayer feels he has been identified in error, he may appeal and request an informal hearing. The only item the hearing, held by the Department of Transportation, will address is whether a mistake has been made by the Department of Revenue in identifying the person is a delinquent taxpayer.

The bill also allows for new, used and dealer demonstrator vehicles to have the selling price reduced by the amount of total consideration given by the trade in allowance of any vehicle traded in by the buyer.

More information will be available once the projected date of system implementation has been finalized.



Your Assistance Is Needed With Update and Code 13 Title Applications

Article submitted by Julie Walker

When updating a customer's title to reflect a correction or putting a code 13 on an application, it would be most helpful for our title examiners to be able to identify what is being updated and/or corrected or why an application has been flagged as code 13. Please

attach a note or write on the application what is being done, so we can readily assess what's to be updated or what's special about the document. Where updates are concerned, this will ensure the applicant receives the title with the correct information.

A note can help so much!

FYI... Change in the County Clerk Connection Publications

Article submitted by Julie Walker

In an effort to provide you with more current and forthcoming information, starting with this publication we have changed the delivery time of the newsletter to the beginning of the month's quarter rather than the end. We are looking forward to being able to bring you up to speed on current events as well as what might be happening in the months ahead.

As Commissioner Zawacki said, "Teamwork is the Dreamwork", so if you have anything you would like for us to address in future publications that will assist you in helping your customers, please e-mail Stacey Hiles @ Stacey.Hiles@ky.gov with that information, and we'll do our best to provide you with what you need to better assist your customers.





Local talent Marty Brown who recently appeared on "America's Got Talent" stopped in to visit with some of his biggest fans - the deputy clerks at the Simpson County Clerk's Office in Franklin. Brown is scheduled to appear again on July 16th so be sure to tune in and vote.

Harrison County Deputy Clerk, Debbie Taylor Retires

Debbie Taylor retired as Harrison County deputy clerk on March 31, 2013, due to health issues. She started at the clerk's office on March 1, 1989. Debbie's health is improving and she is enjoying retirement.

She worked numerous jobs in Harrison County since she was a teenager. Very sociable and outgoing, she seemed to know almost every customer who came into the office. They continue to ask about her and wish her well.

Debbie loves dogs, playing bingo, shopping, yard sales and traveling. She has a summer trip planned to visit her beloved cousin in New York City. She will travel to Branson, Missouri in the fall with her husband, Tommy.

Harrison County Clerk Linda Furnish and her entire staff wish all the best for Debbie in her much deserved retirement.



Revised Motor Vehicle Licensing Forms

Article Submitted by Arletta Taylor

The Division of Motor Vehicle Licensing has revised several forms in the past year. For your convenience, the listing of the revised forms can be found at <http://mvl.ky.gov/MVLWeb/eform.jsp>.

In the Menu section, click on Forms. This will take you to the web page with the revised Forms Library.

Or you may go directly to KY Transportation Cabinet web page at <http://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library.aspx>.

- TC 96-167 – Affidavit for Replacement or Non-exchange.
- TC 96-169 – Application for Vehicle Identification Number.
- TC 96-204 – Application for Disabled Person's Special Parking Permit.
- TC 96-215 – Affidavit of Motor Vehicle Assembled from Wrecked or Salvaged Motor Vehicles.
- TC 96-229 – Kentucky Motor Vehicle Inspection performed in another state. Military can use this form without any restriction on time.
- TC 96-330 – Affidavit to Revoke or Approve Individuals Authority to pick up Certificates of Titles.

The revised forms were available as of
June 1st, 2013.

The image displays a collection of official forms from the Kentucky Transportation Cabinet, Division of Motor Vehicle Licensing. The forms are arranged in a collage, showing various titles and sections. Key forms visible include:

- TC 96-330 July 2012:** Affidavit to Revoke or Approve Individuals Authority to Pick Up Certificates of Title.
- TC 96-229 02/2011:** Kentucky Motor Vehicle Inspection performed in another state.
- TC 96-215 Rev. 12/2013:** Affidavit of Motor Vehicle Assembled from Wrecked or Salvaged Motor Vehicles.
- TC 96-204 Rev. 6/2013:** Application for Disabled Person's Special Parking Permit.
- TC 96-169:** Application for Vehicle Identification Number.
- TC 96-167:** Affidavit for Replacement or Non-Exchange.

Each form contains specific instructions, fields for personal information, vehicle details, and official signatures. The forms are presented in a way that highlights their layout and the types of information they require.

Division of Motor Vehicle Licensing



Disabled Placard Application and Retention Guidelines

Process #: AVIS-001

Issued: 4/26/2013

PREPARED BY:

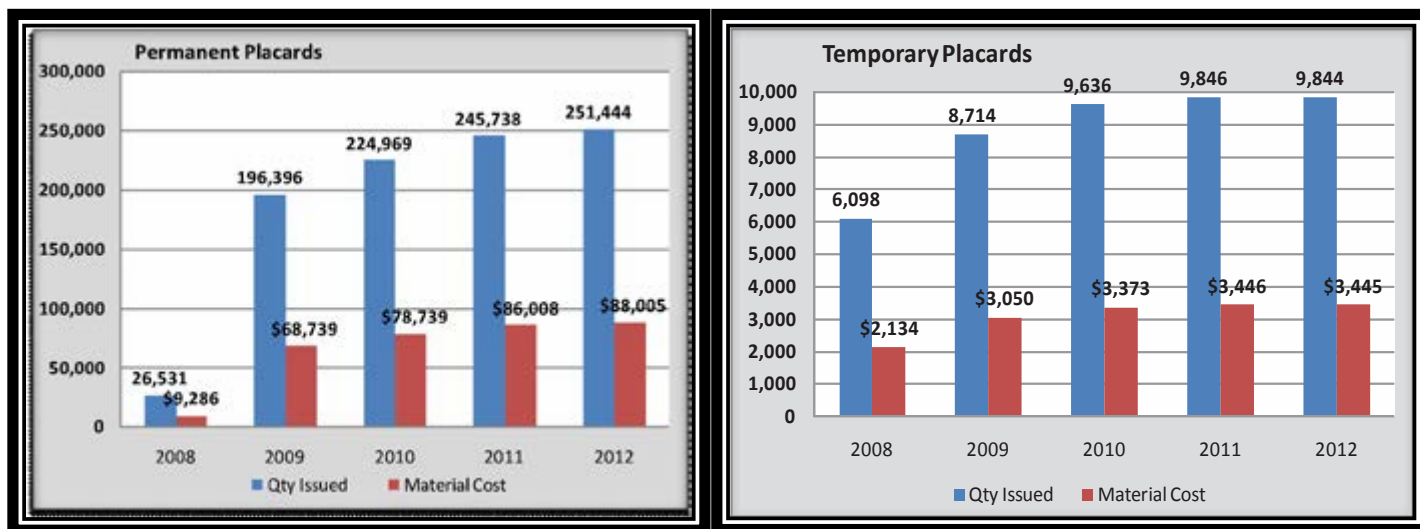
Heather Stout, Godwin Onodu, Beverly Calvert (Allen County), Ashley Deshon and Pam Hill (Fayette County), Katrina Fitzgerald (Meade County), Lorri Otey (McCracken County), Lynn Graham and Michael Vannoy (Hardin County)

Purpose or Scope:

To bring consistency to placard application processes throughout the state. To develop guidelines with the help of various County Clerk Offices in order to establish practices that will work for you.

Background:

In October 2012, a report was generated that depicted the extreme rise in placard issuance over the course of the previous 5 years. The report raised concerns and initiated an audit that was performed in the County Clerk offices. This audit was only partially completed because it quickly became clear that general guidance from MVL was needed to bring more consistency to the process throughout the state. A depiction of the increase in placard issuance is below:



Statement:

County Clerks need to review these guidelines and the possible variations and choose the appropriate method to implement in their office that best fits their office setting, number of staff and current business processes. All variations to the guidelines will ultimately end with the same result.

Guidelines/Variations:

Best Practice:

Use revised form TC 96-204 for all initial applications for temporary and permanent placard/plate requests. Use the same form for all permanent placard renewal requests every two years. For the

renewal application, only the basic information is needed and a physician's signature is not required. After a permanent placard application has been renewed twice for two years each, a new application with a physician's signature is required. The application needs to be retained with a copy of your registration receipt for two years.

An application for renewal is not specifically required by law; however, the law does state that the county clerk shall keep a record of applications filed and placards issued. In order to comply, the group decided it would be most efficient to request an application on renewal even though the physician's signature would not be requested until the renewal periods had expired.

Example: An example of a completed renewal application is provided as an attachment in the e-mail used to distribute the guidelines.

Variation:

1. Upon renewal of a permanent disabled placard, the County Clerk could pull the original application, attach the new registration receipt and re-file. A new application would still be required after the permanent placard has been renewed twice for two years each.
2. Image/Scan the original application and retain the record for the 6 year period that it is valid.

Result:

The County Clerk will have a copy of either the original application or the renewal application on file if/when an audit is performed on disabled placards.

Roles and Responsibilities:

MVL: Provide the latest version of the Disabled Placard guidelines to the KYTC Internal Audit Branch and the Auditor of Public Accounts prior to the annual audit period. Provide guidance and support to County Clerks and auditors on questions associated with this guideline. Update this information as needed or required due to system or statutory changes.

County Clerk: Review the current process for disabled placards in your office. Modify or update your process to reflect this disabled placard guideline. Notify MVL with suggestions for improvement, concerns or questions.

Questions about these guidelines can be referred to MVLHelpdesk@ky.gov or 502-564-1257.

Related Statutes:

189.456 – Permanent Disabled placard

189.458 – Temporary Disabled placard

186.042 – Disabled Plate Issuance



PUBLIC PROTECTION CABINET

Department of Housing, Buildings and Construction

Steven L. Beshear
Governor

Ambrose Wilson IV
Commissioner

Manufactured Housing
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405
Phone: 502-573-1795
Fax: 502-573-1059
www.dhbc.ky.gov

Robert D. Vance
Secretary

Jack L. Coleman
Deputy Commissioner

June 12, 2013

Thank you for allowing me the opportunity to address the clerk's through the newsletter. There has been some confusion when an inspection is required on a manufactured/mobile home. It appears the confusion is based around whether the home is going to be moved or not. If the home was sitting at the location prior to July, 13, 2004 and the home is not being relocated, there is no requirement for the inspection. Any home after that date requires the inspection whether it is moved or not. Any home manufactured in 2005 and forward requires the inspection before title can be transferred because any home manufactured after July, 1, 2004 is actually a 2005 model. Rather than asking if the home is to be moved, the question should be how long has the home been at its current location.

Recreational vehicles-pop-ups, travel trailers, fifth wheels, and motor homes are required to be inspected only when the RV is a used unit with an out of state title or application is being made for a re-built title. New RVs purchased in any state but Ohio will have the certificate of origin and you process that through motor vehicle licensing as normal. This went into effect in 2006. Ohio passed laws the same year requiring all new RVs must be titled in Ohio for tax purposes, so there may be times when you will be presented with an Ohio title on a new unit. Somewhere on the title there will be marked-issued from a C of O or manufacturer's invoice. MVL is aware of this and you should process them normally.

I will be retiring the end of this month and it has been a pleasure working with almost all the clerk's at one time or another and I have been very fortunate to have addressed you at several conferences and local meetings. My personal thanks to all of you for the work you so diligently do.

Dan Chapman
Supervisor/Manufactured Housing
SAA



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HELPFUL WEB SITES & 800 NUMBERS

Vehicle Titles

1-800-244-9036

<http://transportation.ky.gov/Motor-Vehicle-Licensing/Pages/default.aspx>

Vehicle Registration

1-800-244-9410

<http://mvl.ky.gov/KyRenewWeb/requirementpage.jsp>

Government & Community Services

1-888-567-1373

<http://kycares.net/>



Patriotic Ice Cream Cupcakes

Ingredients

- 1 package red velvet cake mix (regular size)
- 1 quart blue moon ice cream, softened
- 3 cups heavy whipping cream
- 1-1/2 cups marshmallow creme
- Red, white and blue sprinkles
- Blue colored sugar

Directions

Prepare cake mix batter according to package directions for cupcakes.

Fill paper-lined muffin cups half full. Bake at 350° for 11-14 minutes or until a toothpick inserted near the center comes out clean. Cool for 10 minutes before removing from pans to wire racks to cool completely.

Working quickly, spread ice cream over cupcakes. Freeze for at least 1 hour.

In a large bowl, combine cream and marshmallow creme; beat until stiff peaks form. Pipe over cupcakes; decorate with sprinkles and colored sugar. Freeze for 4 hours or until firm. Yield: 3 dozen.

As a substitute for blue moon ice cream, tint softened vanilla ice cream with blue food coloring.

The County Clerk Connection...



wants your feedback.

Email us your thoughts & suggestions!

Stacey.Hiles@ky.gov

Or call: (502) 564-7000 ext 4153

**Our Address is: 200 Mero Street
Frankfort, Ky. 40622**